



DEFENSE LOGISTICS AGENCY  
DEFENSE LOGISTICS SUPPORT COMMAND  
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FORT BELVOIR, VIRGINIA 22060-6221

N REPLY  
REFER TO

DLSC-LDT

JAN 7 1999

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Clarification of Car Rental Policy

This letter is being issued to clarify the policy on what size of vehicle a traveler may rent while on TDY. Authorized vehicle size is always COMPACT unless the number of passengers, mission requirements, carrying equipment, or a need to accommodate a disabling or physical condition dictates a larger vehicle. The specific extenuating circumstances must be documented in the travel orders and approved by the travel Authorizing Official.

Authorizing Officials are reminded that a larger car will incur additional travel funds. Travelers are reminded that when making their car rental reservations, they should ask about FREE upgrades. Also, check with your Passenger Travel Specialists and your Commercial Travel Offices (Sato, etc) for free upgrade coupons. Passenger Travel Specialists are reminded to contact car rental agencies to obtain free upgrade coupons.

I recommend that you provide this letter to all of your employees, Passenger Travel Specialist, and Commercial Travel Offices. If further assistance is needed, please call Deborah Beckner at 703-767-3622.

BENNIE E. WILLIAMS  
Colonel, USA  
Chief, Transportation (Policy)

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